



**DEPARTMENT OF ENERGY**

**PRINCETON SITE OFFICE**

**BUSINESS MANAGEMENT PROCEDURE**

**PROCEDURE 1-5**

**AUTHORITIES AND RESPONSIBILITIES WITHIN PSO**  
**FOR THE ISSUANCE OF PRIME CONTRACTS**

**REVISION 6**

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Date Issued APRIL 2006

ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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**AUTHORITIES AND RESPONSIBILITIES WITHIN PSO FOR THE  
ISSUANCE OF PRIME CONTRACTS**

**TABLE OF CONTENTS**

**1.0 PURPOSE ..... 1**

**2.0 SCOPE ..... 1**

**3.0 RESPONSIBILITIES AND AUTHORITIES ..... 1**

**3.1 Project and Engineering Management Team (PEM) ..... 1**

**3.2 Business Management Team..... 2**

**4.0 PROCEDURE..... 3**

**5.0 REFERENCES ..... 3**

## **AUTHORITIES AND RESPONSIBILITIES WITHIN PSO FOR THE ISSUANCE OF PRIME CONTRACTS**

### **1.0 PURPOSE**

This procedure, if followed, should help to ensure that the PSO Contracting Officers execute prime contracts only after appropriate DOE review has been completed.

### **2.0 SCOPE**

This procedure identifies the responsibilities of the PSO staff members in helping to ensure DOE prime contracts are executed in an effective and efficient manner.

The limit of PSO signatory authorities associated with this activity is defined by CH O 901.6, "Contracting Authority & Responsibilities," dated January 1998.

The principle groups involved in these activities are the three teams of the Princeton Site Office (PSO). The staff support of CH divisions is required in some cases; however, in all cases there is a PSO liaison. CH staff support requirements are not described in this document; it is assumed the responsible PSO liaison will obtain the support needed.

The following itemization of specific activities associated with the procurement and administration of PSO contracts is not intended to be exhaustive; the assignment of responsibilities for activities not listed should be made considering the nature of assignments made herein.

### **3.0 RESPONSIBILITIES AND AUTHORITIES**

#### **3.1 Project and Engineering Management Team (PEM)**

The PEM team is responsible for:

- preparation of special conditions;
- general conditions to be included in the Inquiry for Bid (IFB) and ultimately the contract;
- developing specifications and drawings;
- forwarding IFB final package to the Business Management Team for reproduction and issue; chair the bid opening, determine responsiveness of bids to specifications, drawings, special, and general conditions;

- maintaining continuous overview to assure the contractor will meet design criteria;
- ensuring that authorized representatives of the contracting officer as defined in DOE Order O 541.1B, "Appointment of Contracting Officers and Contracting Officer Representatives," dated April 21, 2004, shall issue change orders, both unilateral and bilateral within the limits of their authority and maintain appropriate files to support all change orders;
- providing staff support to the Contracting Officer in issuing change orders that exceed the limits of authority of the PEM;
- preparing engineering estimates for and negotiating contract changes;
- evaluating payment vouchers and recommend approval for payment;
- performing final test and inspection;
- preparing procedures for acceptance and transfer of completed facilities;
- preparing monthly status reports and quarterly cost and schedule reports; and,
- ensuring that the appropriate member of the ES&H Team has reviewed the documents and that their comments relating to ES&H are incorporated.

### **3.2 Business Management Team**

The Business Management Team is responsible for:

- preparation of IFB documents other than drawings, specifications, special and general conditions;
- assembly of IFB;
- development of bidders list;
- Fed Biz Opps announcement and issuance of Advance Notice;
- arranging for bidders conferences and prebid site inspections;
- receiving and logging bids;
- providing secretary for bid opening;

- determining responsiveness to IFB in area of responsibility;
- obtaining fund certification per PSO Procedure 1-11;
- preparing notice of award;
- preparing contract;
- distribution of executed contracts;
- assuring implementation of standard contract terms and conditions such as the Davis Bacon, payments, changes, labor relations, security, government property, etc.;
- receipt and certification for payment progress payment vouchers, including ascertaining that all aspects of the contracts have been satisfactorily completed; and
- modifying contracts to incorporate all authorized changes.

#### 4.0 PROCEDURE

Implement the requirements in accordance with DOE guidance.

#### 5.0 REFERENCES

- DOE Directives
- CH O 901.6, Contracting Authority and Responsibilities
- DOE O 541.1B, Appointment of Contracting Officers and Contracting Officer Representatives
- CH P&P 04.8D      09.4A      15.4B      19.2A      42.2A  
                          05.4A      09.4B      15.8A      22.6A      42.5A  
                          09.1A      09.5A      15.8C      22.8A  
                          09.1B      15.4A      15.8D      37.1A